

Texas Air National Guard Air Active Guard Reserve (AGR) Vacancy

Position is temporary indefinite, with a possibility to convert to permanent at a later date.

Announcement Number: AGR-16-54

Open Period: 9 June 2016 to 27 June 2016

Open Areas of Consideration: In-service (Onboard AGR)

This vacancy announcement is open to all presently employed permanent Active Guard Reserve (AGR) at the wing.

Appointment Factors (those that may apply): 2nd Lt/O-1 NTE Lt Col/O-5

Authorization of a controlled grade is required. Promotion in the AGR Program will occur based on the availability of the controlled grade

Position Information

Title: Director of Personnel, 149 FSS

Grade: O-5

DAFSC: C38P3

Position #/s: 0082058834 (0028) & 0078316234 (0170)

Unit/Duty Location: 149 FW, JBSA, TX

Funding Availability: MCR Required

Concurrently Advertised: 149-16-40, Human Resources Officer (Military) , GS-0201-12, @ <https://tmd.texas.gov/air-tech>

SUMMARY

Specialty Summary. Define, develop, shape, sustain, and deliver mission-ready Airmen across the Total Force.

Responsibilities include defining Air Force Manpower and Organization Requirements, managing Human Resources, managing and providing Education and Training Requirements, regenerating Airmen, feeding Airmen, developing Human Capital Strategies, applying Laws and Policies, compensating Airmen, providing Force Readiness and Quality of Service Programs, and serves as senior staff advisor to commanders.

Duties and Responsibilities:

- Formulate personnel plans and programs and develop policy to guide their implementation and execution. Translates program policy into directives, publications, and training manuals.
- Participate in total force adaptive planning and execution in support of combatant commanders from peacetime through mobilization, contingency operations and demobilization. Access manpower, personnel, and equipment availability for UTC posturing and management.
- Develop, control, program and allocate manpower resources in support of the Air Force planning, programming, budgeting and execution process. Analyze and determine force composition.
- Determine Total Force manpower requirements across the spectrum of Air Force capabilities. Employ industrial and management engineering methodologies to develop manpower determinants and standards. Manage allocation of military and civilian resources through execution and management of the UMD. Conduct management advisory studies.
- Develop, test, evaluate, and maintain Air Force recognized organization structure. -Administer Air Force performance management and productivity programs. Assess and document organizational performance. Advise on process improvement, best practices and recognizes optimal performance.
- Oversee and conduct strategic sourcing studies.
- Develop and execute the full spectrum of total force personnel programs to accomplish accession planning and processing, classification and utilization, promotion, recognition, evaluation, reenlistment, assignment action, retraining, retirement, disciplinary, force development and force shaping programs.
- Establish Air Force education and training policy requirements. Manage programs to include developmental education, voluntary education, advanced academic education, promotion testing, and libraries.
- Manages equal opportunity and sexual assault prevention and response programs. Assess and advise commanders at all levels on the human relations environment. Provide counseling, education, and complaint processing.
- Leads and supervises contingency training and operations with an emphasis on specific capabilities and processes focused on expeditionary organizations and command relationships, feeding operations, lodgment of forces, mortuary affairs, casualty reporting, force accountability, fitness, recreation, learning resource centers, protocol, and NAF resale operations for both peace and wartime operations.
- Develop and administer fitness programs designed to keep the Total Force fit and regenerate Airman and families.
- Develop recreational programs to include sports management, tournaments, and special entertainment designed to regenerate the Total Force.
- Lead Quality of Service programs and business operations. Establish and maintain sound appropriated and nonappropriated fund financial and corporate standards with internal controls.
- Develop, administer, and monitor Airman and Family Programs ensuring compliance with policies and standards.
- Institute customer service practices designed to meet the needs of commanders, supervisors and the force at large in peacetime and wartime operations.

QUALIFICATION REQUIREMENTS

- **Not a cross-training opportunity. Must hold AFSC 38P3**
- Knowledge of the following core competencies is mandatory: Force Development, Career Development, Force Management, Civilian Employee Management, Requirements Determination, Organization Principles, Performance Management, Manpower Resource Allocation, Customer Support, Readiness, Food Operations, Fitness Operations, Lodging Operations, Recreation, Protocol, Resource Management, Mortuary Affairs, Casualty, SAPR, EO, Resiliency and Quality of Service Programs.

CONDITIONS OF EMPLOYMENT

1. AGR applicants should be able to attain 20 years TAFMS in the AGR career program. Waiver authority of this requirement is The Adjutant General. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation, must complete the Statement of Understanding. The HRO will maintain the completed and signed Statement of Understanding.
2. It is not the intent of the AGR program to bring non-career applicants into the sanctuary zone [18 to 20 years Total Active Federal Military Service (TAFMS)]. Anyone whose order [AD or FTNGD orders (other than training)] places them at 18 years or more TAFMS will require a signed and approved sanctuary waiver IAW AFI 36-2131, *Administration of Sanctuary in the Air Reserve Components*.
3. To accept an AGR position, an applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position.
4. To be accessed in the AGR program, an individual must not have been previously separated for cause from active duty or a previous Reserve Component AGR tour.

INSTRUCTIONS FOR APPLYING: Incomplete/expired paperwork will **NOT** be considered

1. **NGB Form 34-1, (dated 11NOV2013, Previous Editions are Obsolete)**, *Application for Active Guard/Reserve (AGR) Position*. **Announcement number and position title (i.e. AGR-16-XX, etc.) must** be annotated on the form.
2. **Copy of Records Review RIP within last 30 days**. May be obtained from your Personnel Records at your unit. For Air Force/Air National Guard you can obtain your Records Review RIP from your Military Personnel Flight or go to <http://www.afpc.randolph.af.mil/vs> (**RIP must show your ASVAB scores and awarded AFSCs**). Records Review RIP must be no more than 30 calendar days old.
3. **AF Form 422, Notification of Air Force Member's Qualification Status validated within the last 12 months (required)**, and **AF 469, Duty Limiting Condition Report (if applicable)**.
4. **Air Force Fitness Standards. Fit to Fight AF Fitness Management Assessment must be no more than 12 months old**. Air Force/Air National Guard can obtain fitness assessment from your AF Portal, AFFMS – AF Fitness Management System. Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented DLC which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required.
5. **DD Form 214s (if applicable)**
6. Other documents (EPRs/OPRs, Resume, etc.) are **optional**.

SUBMISSION OF APPLICATION

Applications must arrive at the HRO Applications Inbox at the following e-mail address:

ng.tx.txarng.list.hro-agr-air@mail.mil no later than **2359 Central Time** on the closeout date of the job announcement. Applications must be complete upon initial submission in one single PDF package, with the proper naming convention of Last Name- Announcement number (i.e. **Last Name-AGR-16-XX**). Applications submitted in pieces and/or without the announcement number and position title on the NGB 34-1 will not be accepted and will be automatically disqualified. **Encrypt emails for your protection. For unencrypted emails, redact Personal Identifiable Information (PII); such as SSN, DOB, home/mailling address, height, weight, Body Mass Index, marital status, number of dependents, religious preference.** Copies of official transcripts will be accepted (if required per the announcement). If selected for the job announcement, official transcripts will be required at a later date.

Incomplete packages, packages not meeting mandatory criteria, or packages received after the close out date, as indicated on the job announcement, will **NOT** be considered.

Applications will be reviewed after the close out date. Disqualification notifications will be emailed to applicable applicants NLT 10 days after the announcement close out date. If you need to update a previously submitted package, and it is before the closeout date, you must send a new complete package with the updated information. Sending only the updates will disqualify your package, as incomplete packages are not accepted. It will need to be named, in the subject line, as Update Last Name-Announcement number in the following format (i.e. **"Update Last Name-AGR-16-XX"**)

REMARKS

All notifications of selection are conditional until verification of security clearance, medical clearance, and HRO approval.

The Texas National Guard is an Equal Opportunity Employer.